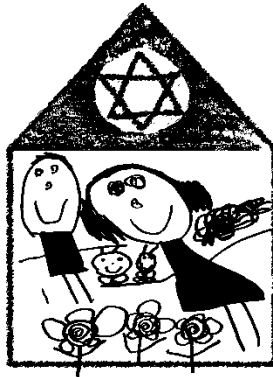


Temple Beth Shalom Preschool Family and School Policies Handbook



Mission Statement

Temple Beth Shalom Preschool is committed to providing children and their families with a caring, creative, enriched environment that supports children's innate joy of learning, and allows them to reach their full potential.

We follow the precepts of Reform Judaism:

- *Mitzvot* -- good deeds
- *Tzedakah* -- helping others
- *Bal Tashchit* -- care of the Earth
- *Tikkun Olam* -- making the world a better place

Temple Beth Shalom Preschool is a private, non-profit early childhood center licensed by the State of New Mexico's Children, Youth and Families Department (CYFD). It has a 5-star rating and is accredited by the National Association for the Education of the Young Child (NAEYC -- to learn more, visit www.naeyc.org).

Temple Beth Shalom Preschool is supported by Temple Beth Shalom (TBS), a Reform Jewish congregation. Priority in enrollment is given to members of the Temple Beth Shalom. The TBS Board of Directors in collaboration with the Preschool Director is responsible for setting school policies.

The TBS Preschool is open to children of all faiths, races and genders. We hope to serve as your extended family while your children are at our preschool. We encourage you to participate in school activities and work closely with our early childhood professionals.

Please read this Family Handbook carefully and refer to it often. It contains important information about our program and policies. By enrolling your child in our program, signing our contract, and receiving our Family Handbook, you agree to abide by the policies of TBS Preschool. The Family Handbook is intended to provide you with convenient access to information about TBS Preschool policies, but does not include information about all policies and practices. The staff of TBS Preschool will notify families of changes during the year.

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OUR PROGRAM

Philosophy

Temple Beth Shalom Preschool is committed to supporting each child's innate joy of learning and sense of self through play. We believe that each child is a unique being with special gifts. We nurture the emotional, creative, social, and cognitive domains of each child through a play-based, child-centered, developmentally-appropriate curriculum. Children are given the opportunity to make their own choices, to experiment and explore in a rich and stimulating environment under the guidance of trained and loving staff. We believe that the early childhood years are where children develop a positive and compassionate self-image. Good deeds, acts of kindness, taking care of the earth, and helping others are emphasized in our program with the goal of creating leaders and citizens of a kinder world. Lifelong learning, compassion towards others and a loving relationship with oneself and the world begin here.

It is our objective to foster self-esteem, self-control, self-direction, and cooperation. Positive re-direction, logical and natural consequences and opportunities for children to problem-solve and make choices are the means by which we accomplish this objective.

Behavior

Guidelines for Positive Discipline

1. Adults set clear, consistent, and explicit limits according to the developmental level of the child.
2. Adults provide opportunities for the child to verbalize his/her feelings in socially appropriate ways.
3. Adults do not solve difficult situations for children, i.e. "That wasn't nice, give the puzzle back to Adam."
4. The behavior is separated from the individual. The behavior, not the child, is unacceptable.
5. The child has an opportunity to make choices, i.e. "Would you like to put the blocks away by yourself or would you like some help?"
6. The child can experience the consequences of his/her decision (within reason), i.e., "Since you decided to throw sand and that can hurt your friends, you'll need to find something else to do instead."
7. Adults intervene immediately when one child physically hurts another, or the child is in danger of injuring him/herself. The responsible adult is expected to remove the child from the immediate situation and give the child an opportunity to calm down. Once calm, the children involved are asked to express their feelings, and should be encouraged to find other solutions; the adult provides guidance when necessary. This is not a "Time Out" punishment. It is a cooling-down period before problem-solving can take place.
8. Specific information regarding situations where a child or children are involved in biting others can be obtained from your child's teacher or from the Director as appropriate.

Unacceptable Measures

1. Verbal or physical humiliation or punishment.
2. Intimidating or frightening a child.
3. Isolating a child without supervision.
4. Depriving a child of food or the use of the bathroom, and/or refusing to change a child's diaper.
5. Placing a child in mechanical restraints.
6. Punishing a child for not going to sleep, for not eating, or for not completing an activity.

We do not use these measures in our discipline techniques. We believe gentle discipline is of the most benefit to children and use techniques that will give them skills to handle situations in positive ways as they grow and develop.

Biting

Unfortunately, biting is common and developmentally appropriate in toddler age groups. Until a child has gained sufficient verbal skills, biting can regularly occur. When biting occurs it can be scary, frustrating, and very stressful for the children and adults involved. We do our best to provide an environment where minimal biting occurs, but it is an unavoidable consequence of being in a group setting. Each situation is handled with sensitivity on a case by case basis. If your child is bitten or bites at school, an injury report will be filled out. Either the teacher or the Director will contact the families of the biter and of the child who was bitten in a manner that maintains confidentiality of both parties.

Classrooms and Teachers

Our teachers are educated and trained professionals, constantly seeking to expand their knowledge of the latest research and developments in early childhood. We are constructing the child's knowledge of the world. Our teachers' role is to guide, to encourage exploration, to facilitate, and to scaffold learning, and to be role models in the realms of social relationships. They provide opportunities for experiential learning by creating an environment for exploration and problem solving. They provide gentle behavior guidance with an emphasis on conflict resolution, mediation, redirection and self-control. They bond deeply with their students; their care assures the safety and well-being for the children.

Our teacher-student ratios are kept low and fully meet New Mexico state standards as well as National accreditation standards.

Doobim	“teddy bears”	(2 years old)	2 Teachers: 9 Children
Dagim	“fishes”	(3 years old)	2 Teachers: 12 Children
Soosim	“horses”	(4 -5 years old)	2 Teachers: 16 Children

1. Our small high quality preschool provides the opportunity for all children and teachers to know one another.
2. During the academic year, children remain with their assigned class except in extraordinary situations. They move up to the next age group at the beginning of the next school year (as appropriate).
3. The Dagim and Soosim classes play outside together. The Doobim class will join them as they mature during the year.
4. In the summer, we encourage families and their children who are transitioning to visit their new classroom.
5. To help prepare children with the transition of the new class, they visit other classrooms. These experiences prepare them for the new school year in the fall.
6. Aftercare has specially trained staff that takes pride in knowing your children.
7. During aftercare, the multi age group spends time together.
8. Community activities are inclusive of all children, teachers, and families, such as our Friday morning Preschool Shabbat Service.

Curriculum

Curriculum is what happens in the classroom...what is learned, how it is taught, and the role of the teacher. Our early childhood curriculum is developmentally appropriate and child-centered, based on the knowledge of the typical development of children while recognizing individual temperaments, learning styles, intelligences and rate of growth.

In our program, children spend most of their day working individually or in small groups, making choices that encourage self-esteem and independence. Attention is paid to each child's social-emotional development, and each child's interests. We believe in forming strong relationships with our children and their families, which helps us to discover the special thread for each child that forms the basis of our curriculum. The classrooms are divided into centers of activity where an integrated-curriculum, infused with block building, dramatic play, math, science, art, sand and water play, and literacy are explored. We know that children learn best through movement, and our program supports this through dance and music.

The environment encourages the children to make their own choices about activities, and to interact with others in meaningful learning experiences. Play is the work of the child. The daily schedule provides a balance of activities, including time indoors and outdoors, where the children are able to explore their environment and where connections are made with the land and people of their community.

Our literacy program recognizes the importance of establishing a connection between reading and writing. Our children are allowed to discover and explore literacy at their own pace. We nurture love of literature through meaningful experiences in our curriculum.

Our goal is to stimulate the child's desire to learn and construct their knowledge of the world. Our emphasis is on the process, rather than the product. Our program is current in evidence-based research and our teachers are always available to share this research with our families. During family-teacher conferences, our teachers share their assessments and observations to help our families understand their child's growth. Through portfolios, we are able to highlight your child's development and how it aligns with the New Mexico Early Learning Guidelines.

Our curriculum is delivered in English, but we infuse Hebrew and Spanish throughout our program. We are fortunate to have teachers who enjoy sharing their knowledge and skills in these languages.

Child Assessments/Evaluations

Our system of child assessment has evolved, based on the latest research and standards. The State of New Mexico has developed a system of assessment called the New Mexico Early Learning Guidelines. We are now incorporating this system, which is based upon five domains of brain development and learning for toddlers, and seven domains for preschoolers.

The domains for toddlers, up to three year olds, are:

- Beginning to know about ourselves and others (relationships, knowledge of self and self-regulation)
- Beginning to Communicate (verbal abilities, listening and understanding, foundations of literacy and writing)
- Beginning to Build Concepts
- Beginning to Do and Move
- Approaches to Learning

The domains for Preschooler age are:

- Self, Family and Community
- Literacy
- Scientific Conceptual Understandings and Numeracy
- Physical Development
- Health and Well-being
- Approaches to Learning

Aesthetic Creativity

The Early Learning Guidelines are a framework of reasonable expectations for children at different ages, formatted in a continuum. Each child develops in their own unique way; some are mature in development in certain areas but may not be as developed in another area. The guidelines give us the reference points to see an individualized picture of each child's capabilities and put it into a whole assessment of the child.

To facilitate this process, we use observation and documentation techniques to compile a portfolio for each child. This involves teacher observations and documentation through the use of a child's classroom work, photos and written anecdotes based upon four specific categories: friends, favorites, family and developmental milestones in the above mentioned domains. All observations, documentation and assessments are done within the classroom structure. We observe the child not only individually, but in relationship to his/her peers and adults.

Each child's portfolio is a reflection of their development and is used by our teachers during the planning report reviewed at the family-teacher conference. Teachers and families look at the child's growth as documented by the portfolio in order to reflect upon the child's interests and developmental needs, and to set developmentally-appropriate goals to be incorporated into the classroom through teaching practices, curriculum, and environment. We use assessments, and both informal and formal observations, to refer families for further screenings and support as needed.

We have two family-teacher conferences, one in October and one in May to assess each child's growth and needs in terms of the school year. A final portfolio is presented to families documenting the child's growth through the year.

Our staff is available to speak with families. While in-depth discussion is generally not possible during the preschool day, we recommend keeping open communication with your child's teachers. If there is something you would like to discuss further with your child's teacher, the teachers can arrange a time to meet with you. All assessments and other documentation are kept confidential in the child's files. Samples may be shown to our licensing and accreditation agencies, but are presented anonymously. They will not be shown to anyone else without a written permission statement from the families.

Judaic Content

We welcome all families to participate in our celebration of Jewish culture and tradition. The Preschool curriculum integrates teachings about Jewish life and values. The Jewish religion is cyclical and attuned to nature, providing a seasonal rhythm to life. Through story, song, art and food, we celebrate the major Jewish holidays in a gentle way that makes sense to young children. For example, during Sukkot we decorate the *Sukkah*, the temporary dwelling used in the holiday celebrations, with vegetables and crafts related to harvest time and during Chanukah we make potato latkes, light candles, and learn about light and dark.

We celebrate Shabbat every Friday by reciting the blessings in Hebrew over the candles, juice, and Challah (braided egg bread). The Director and Rabbi lead us as we sing Shabbat songs and explore Shabbat themes. We emphasize good deeds, *mitzvot*, at this time, through sharing of personal experiences and literature. We emphasize *tzedakah*, charity/justice, by having all the children donate coins for children who have less than they do. Some families send their child in on Friday with coins for *tzedakah*, while others put spare change in our collection box throughout the week for our communal coin basket. Throughout the year, we conduct food drives and collect non-perishable food items. We recite a Hebrew blessing before we eat at snack time and lunchtime,

expressing thankfulness for the food we eat.

A major component of Reform Judaism is *Tikkun Olam*, the repair of the world. We integrate this value into our daily lives at the preschool by talking about good deeds (*mitzvot*) and doing them by being good to each other.

Also important to Judaism is our caretaking relationship to the world, *Bal Tashchit*. We study nature throughout the year, learning about our natural environment and helping to take care of it through gardening and recycling.

We respect every family's background, heritage and language. We invite you to share this information with the Director of the Preschool and the teaching staff to enhance our awareness and respect for your family and child. We are always interested in integrating a child's cultural background into our curriculum, learning about the ethnic artifacts, food, stories, and language of other countries.

The Hebrew Blessing for Food

We recite this blessing three times a day, whenever we eat:

Baruch atah Adonai, Eloheinu Melech HaOlam, HaMotzi Lechem Min HaAretz

This prayer thanks God, Ruler of the Universe, for the grains from the earth, or the food that we eat.

We also sing it as part of a longer song:

Ha Motzi Lechem Min Ha Aretz .We give thanks to God for bread, our voices join in happy chorus
As our humble prayer is said: ***Baruch atah Adonai, Eloheinu Melech Ha Olam, Ha Motzi Lechem Min Ha Aretz***

Our Shabbat Blessings:

We recite these at our Friday morning Preschool Shabbat gatherings (to which all are welcome):

The Director or Rabbi light the candles and sing:

Baruch atah Adonai Eloheynu, Melech Ha Olam, asher kidshanu b'mitzvotav l'hadlik ner shal Shabbat.
Blessed be God, ruler of the Universe, for the commandment to light the Shabbat candles.

We take in the peaceful candlelight.

We then pass around small cups of "wine" (grape juice). We sing the following blessing before we drink:

Baruch atah Adonai Eloheynu Melech Ha Olam Borei Pri Ha Gafen.
Blessed be the ruler of the universe who gives us the fruit of the vine.

We then sing the HaMotzi song (see above) over the Challah, after which the children enjoy a piece of Challah as a snack.

Before they go on to their next activity, each child puts coins in the *tzedakah* box, either coins they've brought that day or coins from our communal basket. All children join in this *mitzvah*.

** Transliteration note: 'ch' is a Hebrew guttural sound made in the back of the throat.

Celebrations

We enjoy celebrating your child's birthday with their class. You are welcome to send in a special treat. Please keep these treats as healthy as possible and keep in mind that we are a **nut-free preschool** (due to allergies). Families are welcome to join the birthday celebration. If you use our cubbies to distribute birthday invitations, we ask that you invite everyone in the class. We celebrate all major Jewish holidays with developmentally appropriate activities in art, cooking, stories, and family celebrations. We do not celebrate Halloween,

Christmas, Valentine’s Day, or Easter, though the children are welcome to talk about their religious backgrounds and celebrations. We do celebrate Thanksgiving with a snack prepared by the children.

Extra Care and Holidays

Temple Beth Shalom Preschool loosely follows the Santa Fe Public Schools’ calendar, including applicable Federal/State holidays. We are also closed for Rosh HaShanah, Yom Kippur and the first two days of Passover. You can check the “Calendar” page at tbspreschoolsantafe.org to see if we are closed on any given holiday. We try our best to accommodate families during regularly scheduled breaks, but are not obligated to provide additional care. We will do our best to provide extra care when possible. We will give families advance written notice whether or not extra care will be available.

Hours of Operation

We are open Monday - Friday, 7:45 am - 5:25 pm, unless posted otherwise.

Daily Schedules

Doobim (2-3 year olds)

Time	Activities
7:45	Arrival/Greeting/Health Checks
8:00	Discovery and Exploration
9:30	Circle Time
9:30	Snack
10:00	Outside Play
11:30	Lunch
12:15	Rest Time
2:30	Snack
2:45	Outside Play
3:10	Pick up or Transition to Aftercare
3:15 – 5:25	Aftercare

Dagim (3-4 year olds)

Time	Activities
7:45	Arrival/Greeting/Health Checks
8:00	Arts and Crafts/Self-Selected Activities/Clean-up
9:35	Large Group/Music/Socialization/Story Time
9:55	Wash Hands/Potty Time
10:00	Snack time
10:20	Prepare for Outdoor Play
10:30	Outdoor Play
11:45	Transition to Lunch/Potty/Handwashing
12:00	Lunch/Socialization
12:35	Prepare for Rest/Quiet Time/Potty
1:00	Rest/Quiet Time/Stories and quiet activities
2:00	Prepare for PM snack/Potty/Put Nap things away
2:15	PM Snack/Self-Selected Activities
2:45	Transition to Outdoor Play/Prepare for departure
3:10	Pick up or Transition to Aftercare
3:15-5:25	Aftercare

Soosim (4-5 year olds)

Time	Activities
7:45	Children Arrive/Morning Activities and Centers
9:15	Circle/Morning Meeting
9:55	Snack
10:15	Transition
10:30	Outdoor Play
11:45	Return to the building, Hand Washing
12:00	Lunch
12:30	Rest Time
2:30	Rest Time Ends
2:40	Hand Washing/ Snack
2:55	Closing Circle/Story Time
3:10	Pick up or Transition to Aftercare
3:15 – 5:25	Aftercare

*Schedules are subject to change

School-Home Communication

We keep you posted on how your child is doing through verbal communication, notes, e-mails and letters. Most of our notices are now sent by e-mail, so please be sure we have your correct e-mail address on your forms and to update us with any changes throughout the year. It is essential that you read all correspondence from the Director and from your child's teachers as these contain important notices and reminders. Please come to us when you need clarification or if you need to share something with us about your family and/or child. We keep you informed about school activities through calendars, notes in cubbies, on the bulletin board, and through

printed and/or e-mail newsletters. Always check the main bulletin board (on the left as you walk into the preschool), the classroom boards, and your cubbies for notices. Notes to the Director may be left in the large white mailbox at the back of the hallway, where the library books are located.

Preschool Committee

Our Preschool Committee is comprised of parents, family, and Temple members. It meets regularly with the Director. The committee supports the Preschool by planning and organizing field trips, fundraisers (i.e., pumpkin painting party, annual fundraising event, Scholastic Book Club, extracurricular activities), preschool potlucks, special events (such as the end of year celebration), teacher recognition events and more. The committee is led by a Chairperson (Co-Chairs, if two) under the Director's guidance. Your participation in this committee benefits the overall quality of our program.

We hold a number of events in order to encourage a strong sense of community. Family participation is essential for these events to happen. The Director will work to facilitate community building initiatives designed and planned by the committee. It is strongly recommended that all families try to make as many preschool committee meetings as possible.

Attendance, Arrival, and Departure

Attendance – Forming relationships with peers and caregivers is an essential part of the preschool experience. Therefore, your child's predictable, regular attendance is required. The earliest you may drop off your child on a regular school day is 7:45 am.

We recommend an arrival time of no later than 8:45 am, as this will benefit your child's success in our program.

Please note: If you are later than 9:30 AM, you child will miss important instructional time with the teachers. It is your responsibility to inform the Director and/or Teachers if your child will be absent, arriving late, or leaving early.

Arrival – You must escort your child into the building and ensure that they remain with you and follow school rules while in your care. This includes walking feet, quiet voices, and following directions. Their hands must be washed on the premises before entering the classroom. Please recognize that some children transition best when families do not extend their goodbyes or remain in the classroom for more than a few minutes. We understand that separation, a natural part of growing up, can be distressing. To help with any anxiety you or your child may be feeling, it helps to be firm about leaving, and clear about the fact that you will return. Please always say good-bye when leaving; that is a clear and consistent boundary. We will help in any way we can to make the transition from home to school as easy as possible, whether it's your child's first experience in a group or just one of those difficult mornings. In order to best support your child, please notify teachers of anything that is atypical, for example, lack of sleep or change in diet.

Departure – Only authorized individuals are able to sign out a child. Please make sure that authorized individuals are listed on the Information & Emergency Contact Form. We ask that you always let us know who is picking up your child, even if they are on your authorized pick up list. This helps us to prepare your child for an easy departure. A written note from you is required for special pick up arrangements such as a visiting grandparent, a friend, or a play date with another preschooler. We will ask to see photo identification of anyone we do not know. **Please do not send a sibling or babysitter under 18 in to pick up your child; licensing rules do not allow a minor to pick up a child.** **If your child is absent, please call and/or e-mail the Director by 8:30AM. If you know your child will be absent for an extended period of time, please contact the Director as soon as possible.**

Sign In/ Sign Out -- A full printed signature of your name is required when signing in or signing out. The preschool is not responsible for a child who is not signed in or signed out properly. State regulations require us to have legible and complete sign in records for every day we are open.

Aftercare

The school day ends at 3:10. We have a transition time until 3:30 when aftercare formally begins. If your child is still here at 3:20, they will be put into aftercare and you will be charged \$15.00 for any/all time spent in aftercare. Aftercare begins at 3:30 and ends at 5:25 p.m. A flat fee of \$15.00 will be charged for the first five minutes after 5:25, or any portion thereof. After that, a fee of \$1.00 per minute will be charged. The fees will be added to your tuition bill. Only children who are signed up on a regular basis or are drop-ins (must be approved by Director in advance) may stay in aftercare. If your children are in aftercare when you are still on the premises, they will be considered as attending aftercare and you will be charged for their care. If you are physically present on the playground you are responsible for your child.

Placement of children

TBS Preschool's policy is to place children with the group of children nearest to their age. This means that a child will be placed in his/her appropriate age group with peers of the same age, rather than pushing a younger child ahead. Similarly, we may place a child in a class of children close in age and slightly older if their observed developmental level warrants. We recognize that each child is unique and we will work with the families to assure the right class placement of the child. This is on a case-by-case basis, is a process, and the Director has sole discretion on the final decision.

Field Trips

Field trips are an important part of our program. We are lucky to have many places of interest close by. We often walk to the Children's Museum, around the neighborhood to observe nature, or to a local park. When we drive, the distance is short. Sometimes, the class will travel on a Santa Fe Trails bus. We may attend such events and places as a children's play, music event, library, or visit one of the great local museums.

Volunteering to drive on a field trip is a great way to be involved in your child's day, and to get to know their friends and teachers. Drivers must give the Preschool Director a copy of their driver's license and proof of insurance. All children must be secured in safety restraint devices such as car seats or boosters, as legally required for size and weight. We will not take a child on a field trip without a safety restraint device; this is New Mexico State Law. Families must send one in for the child's use on the day of the trip, labeled with name. No child is to be seated in the front seat of a car. Teacher/student ratios are maintained on driving field trips and are aided by the addition of adult family chaperones.

We take our field trip backpack with us on all field trips. This contains the daily attendance sheets, class rosters, children's emergency records, as well as a First Aid kit. We may have families sign permission forms for each walking field trip in addition to the form signed at registration. We give out permission forms for each driving or bus trip. No child is allowed to go on a field trip without a signed permission form. The chaperones who are driving do not make any stops on the way there or on the way back from a field trip, but just go directly there and back to school. Children are not allowed to eat while a vehicle is in motion, as this could lead to choking.

To ensure the safety of all the children, the teachers will review with the class walking procedures (listening to the teachers, listening for and observing cars, partners or single file) and driving procedures (staying in seat,

using a car safety device, no loud unexpected noises, no sticking hands out of a window and no fiddling with window and door lock devices). Teacher-student ratios are maintained on walking field trips. Teachers will carry the sign-in rosters to check attendance before, during and after the trip. We will develop specific procedures for a child with a disability. Occasionally, we will be at an event that will end at pick up time. We will then ask families or approved adults to pick up children at the event and sign out.

Tuition, Fees, and Refunds

Tuition is due on the first day of each month. The account is in arrears if payment is not received by the 10th of each month. We rely on timely payment of invoices to keep our preschool running at our high standard. Therefore, a late charge of **\$35.00** will be billed to the account if the monthly tuition is not paid by the 10th of each month. After 60 days, past due accounts may be turned over to a professional collection agency. Your child will not receive services if your account is in arrears. There is a **\$25.00** charge for all returned checks. **There are no refunds or make up days for absences or holidays. Please read your contract carefully and ask questions prior to signing (not all contract information is contained in this handbook).** There are no refunds for materials fees. If you decide to withdraw from our preschool before the end of your signed contract, your monthly tuition may be pro-rated. In these cases, your enrollment fee will not be refunded.

Our goal is for every child to succeed in our preschool. On rare occasions, behavioral issues present a unique challenge. If a behavioral issue arises that negatively affects the health, safety or well-being of other children and/or staff, we will work closely with the family in an attempt to teach that child the appropriate skills. If the behavior continues despite the combined efforts of the preschool and family, we reserve the right to terminate enrollment.

Clothing (must be labeled with name)

Preschool is playing – paint, play dough, sand, water – elements designed for fun and mess. Please send your child to school in clothes that may get dirty. We ask you to bring at least two full sets of extra clothes, including shoes, socks and underwear, for any accidents that may happen. These must be placed in the bottom part of your child’s cubby, in an appropriate container, such as a 12 qt. covered plastic bin. We go outside in all kinds of weather, so your child should come dressed appropriately for sun, rain, snow, and mud. This means sun hats, warm jackets, hoods or hats, waterproof mittens, snow or mud boots, and snow pants. For hygiene and cleanliness purposes, each student must have slippers or indoor shoes to wear inside their classroom.

Please do not send your child dressed in any kind of super hero clothing including t-shirts, costumes, gloves, hats, and lunchboxes, etc. When children dress in that type of clothing, creative play can become waylaid and aggressive behavior can emerge. If your child comes to school in superhero clothing, they may be changed into spare clothing.

Please do not send finger nail polish, make up, or lipstick to school with your child. These cause distractions in the classroom and are not conducive to creative play. They also can be allergens, have some toxicity, and spread germs. Lip Balm can be sent with your child if their lips are especially dry; you must sign a medication release form as this is regarded as a medication by Licensing.

Toys

Children are asked not to bring toys from home because sharing and breakage can cause problems, and often, a favorite toy gets misplaced as well. A favorite stuffed animal, which we refer to as a 'lovey,' for separation and quiet times is acceptable, but please leave all other toys at home.

Sunscreen (must be labeled with name)

In New Mexico, due to our high altitude, children need sunscreen protection all of the time. Please have your child wear sun protective clothing, such as sun hats. We ask that you sunscreen your child in the morning at home; we will reapply in the afternoon for aftercare or as needed. We ask that you send in a tube of sunscreen or sunblock with a UVB and UVA protection of SPF 15 or higher, labeled with your child's name and sign a medication release form. Applied sun protection is applied to exposed skin areas with your permission (medication release). In the spring and summer months, we cannot take a child outside without sunscreen.

Insect repellent

We generally do not need to use insect repellent on children here in Santa Fe. If, however, public health authorities recommend the use of insect repellent due to a high risk of insect-borne disease, a signed doctor's note is required for the staff to apply repellent on your child.

Cubbies

Each child has a cubby space for the following: lunch box, indoor footwear, extra clothes, boots, jackets and nap supplies. There is a basket on the top of all cubbies for each family. Please check your basket regularly as this is where we may leave notices, letters and other important information. If possible, we e-mail to reduce our paper consumption. We ask that you take home your child's artwork daily as to keep the area more orderly.

Snack and Lunch (Nut-Free Preschool, No Pork or Shellfish)

Please be sure that your child eats a healthy breakfast every morning before school. We will do our best to accommodate your child's dietary needs. The children should be sent in with a healthy lunch every day. We encourage you to always follow USDA's food guidelines: appropriate portions from each of the food groups, grains, vegetables, fruits, dairy, meat and beans. Juice for your child's lunch should be 100% juice. We require you to send in water bottles for the day as well as for lunch.

Please send your child's lunch in a labeled lunch box, with labeled containers and an ice pack. For safety reasons, do not pack food in glass containers. We always encourage the children to eat their protein, or their "growing food" first, then their desserts. Please do not send any soda, sweet drinks, flavored milks, foods containing chocolate, fruit gummies or candy with your child's lunch. If your child does have one of these items in their lunch, they will be asked to save it for home and it will be placed in their cubby.

Families are asked to supply morning and afternoon snack for your child's class on a rotating basis. Snack is served twice each day, in each classroom. Please send appropriate portions.

We send out a recommended healthy snack menu and the snack schedule in advance of each month. Our snack menu reflects the five food groups as recommended by the USDA; we vary grains, vegetables, fruits and dairy. **Please read labels carefully** - do not send in anything with peanuts or other nuts due to allergies and choking

incidents. Do not send in already opened boxes of crackers, etc. **If you are unable to send snack in on the specified day, please trade with another family, and let us know.**

At snack time, we encourage children to sample everything, but will not force them to eat. We try to use non-disposable bowls and cups as much as possible. If a child has an allergy to a component of the day's snack, we will offer that child a suitable alternative.

WATER BOTTLES: We ask that you send in a labeled water bottle for your child to keep in the classroom and for the playground. Since it is so dry in New Mexico, we are always encouraging children to drink water as much as possible. Water bottles make it easier.

**** NOTE: Do not send in any pork or shellfish products for your child's lunch. This is in accordance with Jewish dietary laws that we ask you to respect. In the event that we are unsure what has been included in their lunch, we will call to check. If the lunch does contain pork, shellfish or nuts, that food item will be placed in their cubby to be taken home. We will then offer the child food from our kitchen to ensure they have a complete meal.**

Food Allergy Policy:

Food allergies are a growing public health and food safety concern in the U.S. We take allergies seriously. Some of our children have allergies to nuts. Temple Beth Shalom Preschool has come together as a community to help one another with this issue. Food allergies can cause serious life threatening conditions. **DO NOT send in any foods containing nuts, including food items processed with nuts (please carefully check labels). Sunflower butter is an appropriate substitute for nut butters.** If your child brings in food containing nuts or nut derivatives, this will be placed in their cubby to be taken home. In this event, we will ensure the child has access to extra food from the preschool kitchen to complete their meal.

While we are a nut-free preschool, we cannot guarantee a peanut or nut free environment as other groups use our facilities. The adult dropping off a child must take them to wash their hands in the school bathrooms first thing upon entering the school. (The children wash their hands throughout the day, especially after toileting/diapering and before eating.) If your child does have a food allergy, please inform us and we will work with you to set up special procedures for your child in case of an allergic reaction. You may send in special foods for only your child to eat.

Food Allergy Protocols and Procedures

The Family's Responsibilities:

- Notify the school of your child's allergies on the health form at the beginning of each year or if an allergy develops.
- Provide written medical documentation, instructions and medications as directed by a physician.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Where age-appropriate, educate the child in the self-management of the food allergy including:
 - Safe and unsafe foods
 - Symptoms of allergic reactions
- Review policies/procedures with the school staff and the child's physician after a reaction has occurred.
- Provide current emergency contact information, and update all contact information throughout the school year if there are changes in phone numbers or address.

Responsibilities of the TBS Preschool:

- The administrative staff and classroom teacher will review health records submitted by families and physicians.
- A child's medications will include an emergency kit that contains a physician's standing order for epinephrine. Medications will be kept in an easily accessible secure location in the child's classroom (medications must not be expired).
- Following an allergic reaction, the administrator and classroom staff will review the incident with families and implement additional plans, if necessary.
- Faculty and staff will oversee snack and lunch time procedures so children will not trade or share food with others.
- If a child who is unknown to have allergies exhibits life-threatening symptoms, we will call 911.

Procedures for Allergic reactions:

Let us know if your child has severe food allergies or allergies to insect stings. We require a medication release form for use of Epinephrine or Benadryl at school. Families must supply the Epinephrine or Benadryl and an allergic reaction procedure.

Our Emergency/Disaster relief plan is posted in the preschool hallway. In the event of an emergency evacuation, we will gather at St. John's United Methodist, 1200 Old Pecos Trail. Parents will be notified via Remind. Teachers will begin calling parents individually once gathered at the meeting point.

Confidentiality

Families can always come and talk to the Director or to their child's teacher and know that the discussion will be held in the strictest of confidence. It is the policy of Temple Beth Shalom Preschool to ensure and protect the confidentiality of all the Preschool's children, families and staff. Confidential information that is protected by this policy includes but is not limited to any personally identifiable student records. This information refers to the students' health records, assessment results and any other materials found in the children's files. This confidential information will not be disclosed to anyone other than TBS staff and families (as to their own child only), except as otherwise required by law or with a signed release. All referrals to and contacts with State Agencies are to include only the information required or requested by those agencies. For more information, please refer to: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Procedures for Complaints and Grievances

The Preschool Director is always available to hear any complaints or concerns. The staff is here to help families and children; therefore, open communication is necessary, sought, and welcomed. If at any time there is concern about the care a child is receiving, the family is encouraged to bring his or her concerns to the teaching staff involved. The staff will talk with them to clarify and resolve any problem while maintaining the confidentiality of other children and their families. If a solution cannot be reached with the teacher, the situation can be discussed with the Preschool Director. Please do not speak with any other staff member who is not involved. If there is no resolution, the family can schedule a time to meet with the Rabbi of Temple Beth Shalom, who is the Principal of the Preschool and who will determine the appropriate action to take. The Preschool Director may be present at this meeting. As a last resort, the family may contact the Children, Youth and Families Department, Licensing Bureau, which provides additional guidelines and regulations for complaints.

Rest/Quiet Time (*Menuchah*)

Young children need quiet time each day. The State of New Mexico requires a rest/quiet period for all children under six years of age in childcare for over five hours. Most children nap; those who do not nap look at books quietly or do other small quiet activities. Children will rest on their mats, on a cot or on the carpet, approximately 30" apart. We ask that you bring in a small, ¾" thick folding mat, a small blanket, and a small pillow for your child's rest time. Please, no big bulky sleeping bags, etc. Pillowcases, sheets, blankets, sleeping bags, etc must be taken home and washed once a week.

Health

Prior to admission, the Preschool Director must be provided with either a copy of your child's up-to-date immunization record or a signed, dated, notarized Certificate of Religious/Conscientious objection to immunization. Your child may not be allowed to attend school without this record; this is New Mexico State law. All children entering childcare, school, etc. are required to have immunizations according to the standards set by the State of New Mexico. Your pediatrician can advise you about the state-mandated schedule. If a child does come down with a communicable disease, we reserve the right to request a note from your pediatrician that the child is no longer contagious before allowing them to attend preschool and participate in classroom activities. If the child develops the symptoms while at school, we will immediately isolate them, request immediate pick up and, in the case of an illness which we are mandated to report, send out a message to the school (your child remains anonymous) about the disease. Due to NAEYC accreditation regulations, we ask for a copy of your child's latest health exam from your physician. We reserve the right not to accept children who are not fully vaccinated.

**Temple Beth Shalom is a smoke-free environment. Smoking is not permitted on our premises.
Firearms are not permitted on Temple grounds.**

Illness

Please do not bring your child to school when he/she is sick. Although we understand the pressure for you to be at work, we are responsible for the health and safety of all the children at the reschool. Bringing a sick child to school is not only difficult for the child, but also places stress on the staff and may place the other children in an unsafe situation. We strictly adhere to our illness policy which is mandated by the State of New Mexico for continued operation of our preschool.

There are three reasons to exclude sick children from child care or school:

1. The child is not able to participate in usual activities. Child may be very tired, irritable or cry a lot.
2. The child needs more individual care than the program staff can provide.
3. The illness or symptoms are on the exclusion list.

****CHILDREN MUST BE FREE OF ALL SYMPTOMS FOR AT LEAST 24 HOURS BEFORE RETURNING TO SCHOOL. THIS PERIOD MUST INCLUDE ONE FULL SCHOOL DAY OR A WEEKEND.****

Exclusion List: – We will contact you for immediate pick-up of your child in the event of ANY of the following:

- Fever of 100 degrees or higher accompanied by behavior changes or other signs or symptoms of illness.
- Vomiting 2 or more times during a one day period at the facility or 1 time accompanied by fever or recent head injury.
- Diarrhea: two or more loose or watery stools during a one day period at the facility not caused by diet or medication, or 1 loose or watery stool not contained in the toilet by those children who are potty-trained, or 1 loose or watery stool accompanied by fever or vomiting.
- Coughing: SEVERE uncontrolled coughing or wheezing and/or rapid or difficult breathing.
- Sore Throat: SEVERE sore throat which interferes with swallowing, eating, and/or is accompanied by a fever.
- Nasal Discharge: any color of nasal discharge in copious amounts not related to teething accompanied by fever or significant behavior changes.
- Eye Discharge: any thick yellow, green, or white discharge in copious amounts and/or accompanied by pink color of eye.
- Scabies or Head lice: any repeated or uncontrollable itching of the scalp or head.
- Mouth sores and blisters if they are numerous and open or if child does not have control of drooling.
- Skin sores if they are numerous, open and/or they have discharge or pus.
- Rash only if child ALSO has fever or behavior changes and any rash that spreads very quickly and/or has open weeping wounds, or rash that is not healing.

If we have attempted to contact all members of the family listed on the Information and Emergency Contact Form and have not been able to make contact for 30 minutes, we will then call the emergency contacts who are listed on the form to come and pick up your child.

If your child contracts an infectious disease, please call the Preschool Director so that other children in contact with your child may be notified of potential exposure. We will keep the name of your child confidential. Please communicate with your child's provider if your child has not been feeling well or has or had any of the above mentioned symptoms in the last 24 hours or at any time over the weekend. This does NOT mean your child will be excluded from attending, but it is a way to alert staff of potential needs your child may have for that particular day. We reserve the right to require a doctor's note indicating your child is no longer contagious and is cleared to return.

Medications: Policies and Procedures

No medicine of any kind will be given without written, dated and signed permission of the child's legal guardian as well as instructions from the child's physician. The dated and signed medical release form will be posted in the classroom. All medications will be in their original containers, labeled with child's name and date brought to program. We do not administer over the counter medications, homeopathic or herbal remedies. We will administer prescription medicines if needed by the child. **Please note:** If a child still needs a prescription medication, they may be too sick to be at school. If it is medication being used to recover from an illness, we will need a doctor's note stating that the child is not contagious and can return to preschool.

All medications will be inaccessible to children, either in the medicine lock box or in the refrigerator. After administering medication, the teacher will complete and sign the medication release. When course of medication is finished, the medication release form will be put in the child's file. When medication is no longer needed, it will be returned to the family or destroyed. The preschool and staff have the right to refuse to administer any medications. No antibiotic cream or other ointments are to be used on cuts and scrapes unless there is dated and signed permission.

Background Checks

Any adult 18 years or older who has contact with children in our preschool, whether as a aftercare teacher, volunteer, substitute teacher, or regular staff member must be in compliance with Children, Youth, and Families Department (CYFD) Background Check Procedures: (http://nmdev.unm.edu/pages/library/licensing/Background_Check_Application_2-10.pdf).

Please be aware that you will be asked to complete a background check at your expense if you are going to be spending unsupervised time in our preschool. If you have any questions regarding this, contact the Preschool Director.

Cell Phone Free Zone

We ask that as you drop your child off for the day and when you pick them up that you refrain from using your cell phone. These times are very special & sometimes stressful for your child as the preschool can get busy with a larger than usual number of people. Your attention should be focused on your child. **We ask that you do NOT use your cell phone in our building or playground as you drop off or pick up your child.**

Parking

The Temple parking lot is a busy place. We ask that you respect the 5-mile per hour speed limit and the NO PARKING/FIRE LANE areas alongside the curb. The FIRE LANE is mandated by the City of Santa Fe; it is illegal to park in it and you can be subject to a fine. Do not park in the reserved spaces as these are for TBS staff who must come and go throughout the day. Please only park in the handicap spaces if you have official dispensation to do so. Be cautious when opening car doors and when backing up. Always watch your children. Teach them to be with you in/near the parking lot. We recommend locking your car, and not leaving purses or other valuable items in your car.

In the Event of a Missing Child

- **WE WILL ACT IMMEDIATELY**
- The Teacher will immediately notify colleagues and Preschool Director.
- The Director will check with staff and friends of the child to determine if they know of the child's whereabouts.
- After making sure children are supervised, all available staff will search for child.
- Areas to be searched:
 - Preschool: all classrooms, all bathrooms, all storage closets, cubbies, kitchen, and upper sanctuary.
 - Playgrounds: Fenced areas around school, storage sheds, playhouses, main playground, and upper hill
 - TBS Grounds: Sanctuary and Social Hall, driveways, all religious school classrooms, offices, bathrooms, dumpsters, meditation garden, and arroyos.
- **If a child cannot be located within 5 minutes, we will CALL 911**, and notify the police. We will provide the child's name, age, physical description, any distinguishing characteristics, clothing, location and time last seen, person with whom child was last seen. We will also have a photo available.
- The person in charge will calmly notify child's family as to situation and steps taken, and will attempt to obtain confirmation that the child is not with the family.
- The Preschool Director and Rabbi in his role as Principal will be notified, if not already involved.
- As per licensing regulations, we will notify CYFD Licensing Bureau, 827-1259 and fill out an incident report.

Incidents

Minor injuries such as small cuts and scrapes will be cleaned with soap and water only and bandaged. An ice pack may or may not be applied. This is all the staff can legally do unless we have explicit permission to do otherwise. We fill out an incident report in triplicate; one copy is put in the child's file, one in the classroom, and one is put in the child's basket (on top of the cubby) for the family.

Accidents

In the event a child has a serious accident (the child has to go to the emergency room or get an X-Ray), the teacher will contact the Preschool Director. Both Director and teacher will determine the best course of action (e.g. notify family, call 911). In case of a severe fall, we will not pick up or move the child, but let the child stand up and move around when they feel ready. We fill out an accident report in triplicate; one copy is put in the child's file, one in the classroom, and one is put in the child's basket (on top of the cubby) for the family.

Snow Policy

We follow the Santa Fe Public Schools' snow policies. Listen to your local radio station, check local TV stations, or look online at the Santa Fe Public Schools' website and KOB TV's website to find out about snow delays and closures. You can also call the SFPS's Transportation Department at 505-467-3541 for snow day information. **We utilize an app called "Remind," to notify families of cancellations due to weather. Please be sure your current phone number and e-mail are on file.**

If the Santa Fe Public School system calls for a two-hour delay in school opening, we will open at 9:45. Please do not bring your child before 9:45 as the teachers need this time to set up for the day and will not be ready for students yet. If the Santa Fe Public School system calls for a total closure of school due to snow, we will close as well. All of our decisions are based on safety considerations for children and staff. If the snow becomes heavy during a day on which we are open, we will make a judgment call and possibly close early even if SFPS has not announced an early closure. An automatic telephone call will be sent to you (make sure your current phone number is on file) if there is a delay/closure.

Emergency Numbers

Police/Fire Department	911
New Mexico Poison Center	1-800-222-1222
Crisis Response Hotline	505-820-6333 or 1-888-920-6333
Christus St. Vincent Hospital	505-983-3361
Christus Hospital Lactation Cons.	505-820-5291
To report child abuse/neglect	1-855-333-7233
Nurse Advice Hotline	1-877-725-2552

Community Resources

For additional community resources in our local area, please refer to the link below:

http://www.santafecountynm.gov/community_services/hhsd/mchdirectory

Child Abuse Reporting Procedures

Under New Mexico law, teachers, families and child care providers, have a mandate to report to the New Mexico Children, Youth and Families Department (CYFD) or to law enforcement officials if they “know or have a reasonable suspicion” that a child is abused or neglected. A “reasonable suspicion” is a suspicion supported by reasons you can state or describe. An unsupported hunch is not a “reasonable suspicion.” NMSA 1978, Section 32A-4-3. State law grants a person who reports child abuse or neglect immunity from liability unless the report is made maliciously or in bad faith. NMSA 1978, Section 32A-4-5. The Statewide central number to call to report abuse or neglect is 1-855-333-7233. The licensing number is 1-800-832-1321.

Inclusion Policy

If the Director and staff feel it is appropriate, in consultation with the families, we will recommend outside support for the child such as developmental screening and diagnostic assessment. We will refer families to the appropriate agencies and therapists. Public agencies such as Santa Fe Public Schools are free; when the family chooses to go to a private agency or therapist, the family will assume the cost.

If the agency or therapist needs to consult with the teachers, families will sign an authorization for release of information form. We welcome independent consultants to observe and work with the child in the classroom, and to work with the staff to provide the best support for the child. We will make reasonable efforts to enroll children with special needs. When enrolling a child with special needs, we reserve the right to require the family to obtain an Individualized Education Plan from the public schools or from a private agency at their own expense in order to determine whether and how we can serve the child. In rare cases, the school reserves the right to request an aide and/or other forms of therapy (Speech-Language Pathologist, Occupational Therapist, Physical Therapist etc.). The family of the child, or another agency, will be responsible for paying the aide or therapist. The aide would need to meet licensing standards and approval of the school.

TBS Preschool Family and School Policies Handbook is intended to provide you with much of the information pertaining to our program. It may be updated at various points in the year; you will be notified of any changes.

Thank you for your continued support... We look forward to a great year!

TBS Preschool Handbook and School Policies
Family Signature Page

_____ I received a copy of the 2018-19 TBS Handbook and School Policies.
Please Initial.

_____ I have taken the time to read and review the TBS Handbook and School Policies.
Please Initial.

Name (print): _____

Signature: _____

2nd Parent/Guardian, please sign here:

Name (print): _____

Signature: _____

Date: _____

Preschool Director Name (print): _____

Preschool Director Signature: _____